

# **VILLAGE OF CARPENTERSVILLE**

## **FREEDOM OF INFORMATION ACT REQUESTS**

### **Policy Statement**

It is the policy of the Village of Carpentersville (the "Village") to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.).

### **Requests**

To make a request to inspect or copy public records, you should submit a FOIA request, in writing, to the appropriate designated FOIA Officer. Request may be made by mail, facsimile or e-mail, or personal delivery during regular business hours of the Village. The directory of designated FOIA Officers is included below and is listed by department. If you are not sure what department to submit your request to, you may submit it to the Administrative FOIA Officer and he/she will forward it to the appropriate department or departments.

Requests may be made by use of the Village's FOIA Request form. Links to the Village's Request Forms are provided below. All requests must specify, in particular, the records requested to be retrieved and and/or inspected. Provide as much information as possible on the subject matter. This will help expedite the search process. All requests must also specify whether the records are requested for a commercial purpose. If any records are to be certified, it must be so indicated in the request, specifying which records are to be certified. A written request should include the requestor's name, address, the date, a daytime telephone number and email address so that the Village can contact the requester if it has any questions.

### **Freedom of Information Officers**

Police Department Records:

Carpentersville Police Department, 1200 L.W. Besinger Dr., Carpentersville, IL 60110  
Attn: Suzanne Artinghelli, Freedom of Information Officer

All other Records:

Village Clerk Office, Village of Carpentersville, 1200 L.W. Besinger Dr., Carpentersville, IL 60110

Attn: Kelly Nega, Freedom of Information Officer

or

Village Manager's Office, Village of Carpentersville, 1200 L.W. Besinger Dr., Carpentersville, IL 60110

Attn: J. Mark Rooney, Freedom of Information Officer

## **Responses to General Requests for Records**

The Village will respond in one of the following ways within five business days of receipt of the request:

- Inform you of when and where the records may be inspected or how a copy may be obtained.
- Inform you that retrieving the documents requested would place an undue burden on the Village and offer to confer with you in an attempt to reduce the request to a manageable proportion.
- State that more time is needed to fulfill the request, the reason for the delay and when the response or denial will be available. The response or denial will be made within an additional five business days, unless otherwise agreed by the requester.
- Request an agreement to extend the time for compliance and advise the reason for the requested extension and response delay.
- Deny the request, or part of the request, and state the reasons for denial. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7 of the Act, the Village may elect to redact the information that is exempt and make the remaining information available for inspection and copying, or if the records are exempt in total from disclosure, deny the request.

You have the right to appeal any denial to the Public Access Counselor of the Illinois Attorney General's Office at 500 South Second Street, Springfield, Illinois 62706 or to the circuit court, within 60 calendar days after the date of final denial (or the date upon which the response was due).

## **Responses to Requests for Commercial Purposes**

The Village will respond in one of the following ways within twenty-one business days from receipt of a written request for records sought for a commercial purpose:

- Inform you of when and where the records may be inspected or how a copy may be obtained.
- Inform you that retrieving the documents requested would place an undue burden on the Village and offer to confer with you in an attempt to reduce the request to a manageable proportion.
- Provide, in writing, to the requestor an estimate of the time required to provide the requested records and an estimate of the fees to be charged, which must be paid in full before copying the requested document. Unless the records are exempt from disclosure, the Village shall comply with the request within a reasonable time period considering the size and complexity of the request and giving priority to records requested for non-commercial purposes.
- Deny the request, or part of the request, and state the reasons for denial. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7 of the Act, the Village may elect to redact the information that is exempt and make the remaining information available for inspection and copying, or if the records are exempt in total from disclosure, deny the request.

You have the right to appeal any denial to the Public Access Counselor of the Illinois Attorney General's Office at 500 South Second Street, Springfield, Illinois 62706 or to the circuit court, within 60 calendar days after the date of final denial (or the date upon which the response was due).

## **Interpretation/Advisement**

The Village has no obligation to interpret public records or to advise requester of their meaning or significance.

## **Retrieval and Copying**

Retrieval and copying of records is limited only to employees of the Village designated by a FOIA Officer.

## **Inspection of Records**

Inspection of records shall only be permitted by appointment, in the presence of an employee of the Village designated by the FOIA Officer, during regular business hours.

**Fees for copying\***

From the copy machine:	\$.15 per page (after the first 50 pages for black and white, letter or legal sized)
Oversized:	Actual Cost
Color copies:	Actual Cost
Certifying a document	\$1.00

\* Additional fees may be charged for certain documents in accordance with state law.

If the purpose of a request for records is for health, safety and welfare or legal rights of the general public rather than the personal or commercial gain, the fees may be waived or reduced, as the FOIA Officer deems appropriate.

**Categories of Records**

A PDF copy of a list of the types or categories of records maintained by the Village is available for viewing on the website.

**Inquiries regarding Requests for Records**

Should any person have any questions regarding access to public records of the Village that are not answered herein, those questions may be addressed to the FOIA Officer.

**Forms**

A PDF copy of the Documents Request Form is available on the Village's website.